STANDARD FOR A PO POVED For Release 2000/04/14 : CIA-RDP78-03568A000500140003-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : DD/A DATE: 9 February 1953

ATTN : Chief, Classification and Wage Administration Division

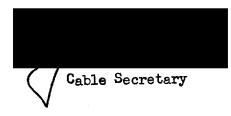
FROM : Cable Secretariat

SUBJECT: Reallocation of Grades

1. It is requested that consideration be given to reallocating the following Cable Secretariat positions as indicated:

A 147 A 147.01 A 147.02 A 147.03 A 147.04	GS_322-3 GS_322-3 GS_322-3 GS_322-3	Clerk Typist Clerk Typist Clerk Typist Clerk Typist Clerk Typist	to to to	GS-301-4 GS-301-4 GS-301-4	Clerk Clerk Clerk Clerk	(Typing) (Typing) (Typing) (Typing)
	GS_322-3		to to	GS-301-4	\mathtt{Clerk}	(Typing)
A 148.01		Clerk Typist	to	GS-301-4	Clerk	(Typing)

- 2. In justification of this request two primary factors are presented below:
- a. Experience has proven that it is impossible to make any clear distinction between the two typist grades in question. Constant workloads in the Message Center and rotation from day work to night work make it necessary that GS-3 Clerk Typists perform all duties of the GS-4 Clerk (Typing) position.
- b. An understandable reluctance to accept the somewhat unfavorable conditions of Message Center work, such as constant pressure of work loads, shift work, and the unavoidable soiling of clothes and person by Ditto carbon make the recruitment of career employees at the GS-3 level difficult.
- 3. The Message Center has been operating since November of 1952 with little more than half of its typist positions filled, despite the Agency's best efforts to recruit people willing to accept such assignments. It is believed reallocating these positions to GS-4 will materially improve our chances of securing and retaining career people for this essential function.



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Attachments

A 147, A 148 Job Sheets

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